

**RECORD OF INITIAL ADCC STAFF TRAINING**

NAME \_\_\_\_\_ DATE EMPLOYED \_\_\_\_\_

JOB TITLE/RESPONSIBILITIES \_\_\_\_\_

**TRAINING REQUIRED FOR ALL STAFF**  
**(22 VAC 40-60-280)**

**DATE(S) OF TRAINING**  
**& TRAINER'S INITIALS**

**A. Prior to working directly with participants, all staff shall receive training in:**

- 1. Their responsibilities in the event of fire \_\_\_\_\_
- 2. Their responsibilities in the event of illness or injuries \_\_\_\_\_
- 3. Their responsibilities in the event of emergencies \_\_\_\_\_
- 4. Standard precautions \_\_\_\_\_

**B. Staff who work with participants shall receive 24 hours of training on the following topics no later than three weeks after starting employment; part-time staff shall receive the training no later than six week after employment:**

- 1. Purpose and goals of the adult day care center \_\_\_\_\_
- 2. Policies of the center as they relate to the staff member's responsibilities and to the responsibilities of other staff members \_\_\_\_\_
- 3. Procedures for detecting and reporting suspected abuse, neglect or exploitation of residents to the appropriate local department of social services. (NOTE: Section 63.2-1606 of the Code of Virginia requires anyone providing full- or part-time care to adults for pay on a regular basis to report suspected adult abuse, neglect or exploitation) \_\_\_\_\_
- 4. Confidential treatment of personal information about participants and their families \_\_\_\_\_
- 5. Standards and Procedures for Licensed Adult Day Care Centers (22 VAC 40-60-10) as it relates to the employees responsibilities \_\_\_\_\_
- 6. Needs of the center's target population \_\_\_\_\_
- 7. Individual capabilities and special needs of the elderly, cognitively impaired adult, or the handicapped \_\_\_\_\_
- 8. Specific needs of participants in care \_\_\_\_\_
- 9. Schedule of activities \_\_\_\_\_

**VDSS MODEL FORM - ADCC**

**DATE(S) OF TRAINING  
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- 10. Behavioral interventions, behavior acceptance and accommodation, and behavior management techniques \_\_\_\_\_
- 11. Interdisciplinary team approach \_\_\_\_\_
- 12. Communication skills \_\_\_\_\_
- 13. Review of basic terminology \_\_\_\_\_
- 14. Advance directive policies \_\_\_\_\_
- 15. How to safely and appropriately help participants perform ADLs including good body mechanics \_\_\_\_\_
- 16. Risk management \_\_\_\_\_
- 17. Needs of participants' family members or care givers \_\_\_\_\_

**OTHER REQUIRED TRAINING IF SERVING PARTICIPANTS NEEDING ASSISTANCE WITH ACTIVITIES OF DAILY LIVING:**

- 1. Eating assistance techniques \_\_\_\_\_
- 2. Providing assistance with ambulation and transfer, safe use of ambulation/transfer equipment, and procedures for monitoring and reporting malfunctioning equipment \_\_\_\_\_

\_\_\_\_\_  
**Employee signature when above training complete**

\_\_\_\_\_  
**Date**